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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

ENTRY LEVEL

Career Opportunity Bulletin

OFFICE ASSOCIATE I

OPTION: Reprographics

Code: 654006

Pay Grade: 11 (\$12.02 - 16.84/hr.)

Open for Recruitment: February 19, 2015 - March 4, 2015

JOB DESCRIPTION

The Department of Transportation, Project Development/Reprographics has a current vacancy in Augusta. This position performs complex office support tasks that are similar in nature. As an employee in this position you will be working in a team environment, handling incoming print assignments, priorities, and schedules. Some Heavy lifting is required. Strong computer skills are a plus.

Typical Duties

- Consults with customers to output a variety of print jobs.
- Operates a variety of specialized desktop programs in order to preflight and format files for mass production.
- Operates multiple digital presses as well as a variety of bindery equipment and wide format plotters.
- Produces full and half size drafting plans for sale to public.
- Production of newsletters, tri-fold brochures, manuals, books and padded forms etc.
- Printing, proofreading and bindery of all materials.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex office support tasks that are similar in nature, and 2) the ability to use independent judgment in handling exceptions to established work assignments, priorities, and schedules.

Preference will be given to candidates with experience in the Graphic Arts/Printing industry.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 16.17% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer